



Big Brothers Big Sisters

Little Moments. Big Magic.™

JOB DESCRIPTION

Position Title: Fund Development Manager	Job Code:	Overtime Status: Exempt (1 year part-time contract position) Salary Range: \$20,000 to \$23,000
Reports To: CEO	Number of People Supervised: 0	

POSITION PURPOSE

The Fund Development Manager serves as lead strategist for agency fund development, helping the Chief Executive Officer and management team create a multi-year plan for increasing voluntary revenue which supports the agency's plans for sustainability and growth in the next five years.

Key elements of the agency fund development program include: an annual giving program; major gifts from individuals; and developing a planned giving program. Supporting elements include: donor stewardship; gift entry and acknowledgement; database management; and donor research.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

Tasks / Responsibilities:

- Develop a 3-5 year strategic plan for increasing agency revenue.
- Work with the management team to plan and oversee the Annual Campaign.
- Increase individual giving with a focus on monthly giving.
- Cultivate relationships with individual givers and oversee all solicitation and contact with them.
- Develop and implement a Planned Giving Program.
- Ensure accurate record keeping and continuous communication and recognition for all donors.
- Work with the Communications Manager to plan advertising, public relations, and promotional campaigns and strategies for internal and external audiences.
- May represent the organization at community meetings, local and regional functions.
- Supporting the CEO's major gift work with top prospects.
- Create strategies for identifying and cultivating new major gift donors.
- Perform other duties as defined by the Chief Executive Officer.

EDUCATION & RELATED WORK EXPERIENCE

Education Level:
(minimum & preferred educational requirements necessary to perform this job successfully)

Bachelors Degree

Years of Related Work Experience :
(minimum & preferred related work experience necessary perform this job successfully)

3-5 years progressively responsible experience in fund development, with a focus on individual giving, planned giving, and long-term financial strategic planning.



SKILLS AND KNOWLEDGE		
	Required	Preferred
Demonstrated personal solicitation success	X	
Valid US driver's license and ability and willingness to travel	X	
A proven track record as a major gift officer and manager	X	
Demonstrated strategic agility	X	
Excellent oral and written communications skills including honed reflective listening ability and organizational skills	X	
Computer proficiency, including Microsoft Office, Excel, and databases	X	

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.

TO APPLY:

Submit a resume and cover letter describing your experience and fit for this position to:

Regina Miller, Administrative Manager

Big Brothers Big Sisters, A Community of Caring

3501 Covington Road

Kalamazoo, MI 49001

By email ONLY to: reginamiller@bbbsmi.org

Please submit by Friday, July 11, 2014.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: